

Harrison County Commissioners
OCRA Phase 3 Supplemental – CDBG Small Business Grant Program

Applications Due On or Before May 9, 2023

The Harrison County Commissioners intend to utilize Community Development Block Grant funds, received from the Indiana Office of Community and Rural Affairs, to address the immediate needs of businesses related to the COVID-19 pandemic. These funds will be distributed in the form of a grant for working capital purposes to businesses that are physically located within Harrison County and have 100 employees or less according to the following policies and procedures:

- The Harrison County Economic Development Corporation (EDC) will post the following documents (upon approval) on all social media platforms and have hard copies available at the Harrison County EDC Office upon request:
 - Policies and Procedures
 - Application
 - W-9 Form
 - CDBG CV Income Verification Form
 - Sample Grant Agreement

- Interested applicants will access and complete and/or include the following documents:
 - Application
 - W-9 Form
 - Documentation that jobs will be lost or the business will close if not for CDBG assistance
 - CDBG CV Income Verification Form

- The application will be available on the Harrison County EDC website and social media outlets. Applicants will be able to submit completed applications by mail to the Harrison County Chamber of Commerce/Economic Development Corporation office at *213 N. Capitol Avenue, Corydon, IN 47112* or by email to dvoelker@hcedcindiana.org. Once an application has been submitted, the applicant will receive an email from the Harrison County EDC confirming the receipt of the application within two (2) business days. If the applicant does not receive a receipt within two (2) businesses days, the applicant should contact Jill Saegesser with The Wheatley Group at (812)920-4543 or via email at jill@thewheatleygrp.com.

- **This grant has a tight turnaround time, therefore the deadline to submit applications is May 9, 2023.**

- Questions regarding the application should also be directed to Jill Saegesser, The Wheatley Group, via email Jill@thewheatleygrp.com or phone at (812)920-4543.

- Once the applications have been received, they will be reviewed by TWG for completion and income eligibility. The applications will be packaged into a synopsis/report to be presented to the Selection Committee. The selection committee will evaluate each application. Jill Saegesser will serve as an ex-officio member of the committee.

- The Selection Committee will then recommend those successful applicants to the Harrison County Commissioners for approval/denial.

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- Upon approval by the Harrison County EDC/Harrison County Commissioners, the list of successful applicants and applicable documentation will be submitted to OCRA for final approval, along with the request for funds.
- OCRA will process the request for approval within 2-3 business days and will process the electronic transfer to the County within 10-14 days.
- The County, via the Harrison County EDC office, will notify the successful applicants and will send them a grant agreement to be turned in once the check is available from the office. The grant agreement will certify that the information presented was correct and list how the money will be used, etc.
- Once the funds have been expended, the County is required to conduct a public hearing. This will be coordinated with the Harrison County Commissioners and will be advertised accordingly with the assistance of Jill Saegesser.